## **Terms and conditions**

## Freelance contributors: how to offer us a contribution

Thu 12 Oct 2017 11.44 BST

If you want to offer us a contribution you should consider which section of the newspapers or websites is most likely to be interested. Contact the commissioning editor for this section - ideally by phone or email - and briefly outline your idea.

The commissioning editor may offer to "take a look" at your proposed contribution. This means that you are invited to submit it speculatively and you will be paid only if your contribution is published.

Unless you are already an established contributor, it is most unlikely that the editor will "order" or commission a contribution from you.

Please do not send pictures or artwork unless we request them. We do not accept responsibility for loss of unsolicited prints, transparencies, etc.

Contributions should be sent to us electronically. Other methods are possible - but only in exceptional circumstances.

We publish contributions from all freelances on our standard copyright terms and payment is at our normal rates, unless agreed otherwise before publication.

For more information, see our Freelance Charter

<u>Click here</u> for details on how to contact different departments at the Guardian, Observer and the Guardian website.

Click here for information on how to pitch an article to Guardian Opinion